

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03822992

DATE POSTED: 03/08/22

POSITION NO: 947754

CLOSING DATE: 03/21/2022 by 5pm

POSITION TITLE: Community Health Worker Supervisor

DEPARTMENT NAME / WORKSITE: CHR/Outreach Program, Gallup, New Mexico

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ64A

WORK HOURS: 8:00 am-5:00 pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION: \$ 21.66 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

The Community Health Worker Supervisor will supervise, assigns and direct the work of Sr./Community Health Worker; evaluates the work of assigned staff; participates in the development of standards and program policies and procedures; coordinates service unit activities with other health providers including Public Health Nurse Program and community groups; evaluates impact of program services on health programs and community development; assists in development of program plans; ensures compliance with Scope of Work and program policies and procedures; provides guidance and assistance in resolving issues on difficult cases; reviews and compiles required monthly reports. Initiates and coordinates services with tribal, state, Indian Health Service and other health resources. Participates in case staffing with health services providers; performs case management; develops and monitors schedule for subordinates to provide services and education. Provides counseling on new prevention methods; conducts in-service training for staff and clients; ensures compliance with care plans and sets standards for Community Health Workers to conduct joint home visits with health providers, conducts field audits and client charting, case management audits. Ensures patient care component (PCC) information are enter into automated data system. Recommends selection, promotion, separation of employees, performs new personnel orientation, conducts performance appraisals, enforces Navajo Nation Personnel Policies Manual and other procedures. Attends monthly meetings, trainings, conference, in-service workshops, may perform duties as a Community Health Worker or Senior Community Health Worker.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Health, Nursing or closely related health field; and three (3) years of work experience providing case management or patient care, one (1) year of which must have been in a supervisory; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a current Cardiopulmonary Resuscitation (CPR) Certificate and a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of supervisory principles and techniques, management, supervision, administration, and planning, knowledge of preventive health approaches and the design of preventive medical and education interventions, communicable diseases and prevention, various methods of providing homemaker and/or home health aide services, principles and practices of providing health education services. Skills in diagnosing various health and disease affecting the Navajo Nation, interacting with clients/patients with poor health practices and helping them to improve their health, provide counseling and care to clients/patients. Skill in providing group presentations to student and the public.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.